



Children & Families Commission

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January 20, 2004

Continuing to demonstrate a commitment to the community, Butte County Children and Families Commission is announcing the availability of more than \$2.6 million for programs and services that serve children 0-5 and their families throughout the county.

“These funds will enable us to address the critical needs of Butte County’s children,” said Mark Lundberg, M.D., chair of the Commission. “With our funding over the last five years, we’ve been able to positively shape the lives of our youngest residents. Now we can cast a wider net to reach even more children.”

Organizations and individuals can apply for funding for one to three years. Applications for new funds are available by calling (530) 538-6896, through the Butte County Children and Families Commission Website at www.ccfc.ca.gov/butte, or by e-mailing bdunivan@buttecounty.net. Interested organizations are strongly encouraged to attend a Proposers’ Conference to learn more about the application process. The conference will be held Friday, January 30, 2004, from 10 a.m. to noon at the Butte County Board of Supervisors’ Chambers, located at 25 County Center Drive in Oroville, California.

Commissioners: Patricia Cragar Jane Dolan Marian Gage Mark Lundberg Sandra Machida
Karen Marlatt Linda Moore Phyllis Murdock Gene Smith Alternates: Jeff Fontana Mary Neumann





**BUTTE COUNTY
CHILDREN AND FAMILIES COMMISSION**

REQUEST FOR PROPOSALS

PROGRAMS AND SERVICES GRANTS – 2004

01/20/2004

SCHEDULE OF EVENTS

1	Release of RFP	January 20, 2004
2	Voluntary Proposers Conference	January 30, 2004
3	Mandatory Letter of Intent due	February 9, 2004
4	Voluntary Technical Assistance Workshop	February 20, 2004
5	Proposal Submission Due Date	March 15, 2004
6	Commission Hearing on Awards	May 21, 2004
7	Notice of Intent to Award Posted	May 21, 2004
8	Final Day to Submit Appeals	June 1, 2004
9	Contract Start Date	July 1, 2004

Made possible with funds received through the Tobacco Tax Initiative of 1998, Proposition 10, Children and Families Act. These funds may not supplant or replace any existing funding streams currently supporting programs or services. No monies from the Butte County Children and Families Trust Fund will be used to supplant state or local general fund money.

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SEEKING PROPOSALS

In accordance with its Strategic Plan, the **Butte County Children and Families Commission** makes funds available through The Tobacco Tax Initiative of 1998, Proposition 10, the Children and Families Act, for the provision of programs and services that will lead to improved outcomes for Butte County children, prenatal to five years old and their families.

A total of **\$2,645,936** is projected as available in fiscal years 2004-2007 to be allocated in competitive grants. While the Commission expects to continue collecting Prop 10 revenues from the State of California into the future, funding will be based on availability of resources.

Total funding amounts per focus area for the grant period 2004-2007 are: Priority Area 1 - \$1,112,488; Priority Area 2 – Zero due to funding for the fiscal year 2004/2005 allocations previously committed, however, \$750,276 may be available for fiscal years 2005/2006 and 2006/2007 pending the continuation of Project REWARD (if available a separate RFP will be released for this area); Priority Area 3 - \$592,112 (\$1,069,700 minus \$477,588 already allocated to the School Readiness Initiative leaving \$592,112 available); and, Priority Area 4 - \$941,336.

An applicant may apply for up to a maximum amount of \$100,000 over a one-year period, and for a maximum of \$275,000 over a three-year period, not to exceed \$100,000 per year for the first two years and \$75,000 for the final third year. The Commission will be asking grantees to reduce budgets by 25% the final year as a commitment to sustainability.

The Commission would like to provide the opportunity for those agencies and organizations that have received past funding and want to re-apply to expand a current program. In the Letter of Intent, applicants will be asked to designate if they are;

- Category 1 (new applicant who has never applied for Commission funds previously, or an agency/organization who has received Commission funds but is applying for a completely new program), or a
- Category 2 (re-applying applicant who is interest in expanding a currently funded program).
- Category 2 applicants will be asked to submit an additional two pages that will reflect how they have met current program objectives and include new objectives for expansion.

To apply for funds under this RFP, applicants may be an individual, community-based organization, faith-based organization, for profit or non-profit entity, public or private agency, college, university, municipality, or a unit of Butte County government.

The Commission is seeking proposals which:

- Address the Priority Areas of the Commission's Strategic Plan. Those Priority Areas are: Children are born and remain healthy and well nourished; Early Care and Education Providers are competent, qualified, and remain in the field (this priority area has been fully funded for the fiscal year 2004/2005 and no further proposals will be accepted for this area for the 2004/2005 fiscal year, however, pending continuance of Project REWARD, funding may be available for 2005/2006 and 2006/2007. If funding becomes

available a separate RFP will be released.); Children are ready to enter school and progress successfully; and, Families are nurturing and supportive in their children's social and emotional needs.

- Promote integrated, coordinated, accessible service systems for children 0-5 and their families.
- Show collaboration and partnership between key partners and stakeholders.
- Remove barriers and increase services to socially and geographically isolated communities in Butte County.
- Leverage resources from other funding streams.
- Contain a plan for sustainability.
- Are innovative.
- Build on the assets, strengths and resources of communities.
- Establish and build linkages with non-traditional and traditional partners.

BACKGROUND

A. Introduction

In November 1998, the California electorate voted in favor of Proposition 10, "The California Children and Families First" Initiative, which then became effective on January 1, 1999. The initiative levies a tax on cigarettes and other tobacco products in order to provide funding for local early childhood development programs. Proposition 10's ultimate goal is to enhance the early growth experiences of children, enabling them to be more successful in their school careers and lead better lives.

Funding is intended to help develop a comprehensive and integrated system for early childhood development services centered around four strategic results – Strong Families, Healthy Children, Children Learning and Ready for School, and Early Care and Education Providers are Competent. The Act emphasizes local decision-making to provide greater local flexibility in designing service delivery systems and eliminating duplicative administration. These decisions rest with county-based Commissions under the guidance of the State Commission. In order to receive funds from the Proposition 10 trust, each county must adopt a comprehensive, integrated strategic plan that reflects an outcomes-based accountability process for investing resources provided by the Act.

B. The Butte County Children and Families Commission

Following passage of Prop. 10, the Butte County Board of Supervisors quickly approved the required action establishing a County Commission and a dedicated Trust Fund. This initial action established the parameters and membership of the Commission as outlined in the state proposition.

Mission:

The Butte County Children and Families Commission is dedicated to identifying and supporting the provision of a county-wide, comprehensive, integrated system of early childhood

development and health services that will lay the emotional, social, physical, and intellectual foundation for every child to thrive and enter school ready to learn and become productive, well adjusted members of society.

Vision:

All Butte County children will be born healthy and valued. They will be safe, capable, healthy, strong and active learners. Our children will grow up in a nurturing family and community that help them to achieve their full potential and be successful in life.

C. Strategic Plan Outcomes and Objectives

The Butte County Children and Families Commission Strategic Plan addresses four distinct priority areas: Children are born and remain healthy and well nourished; Early Care and Education Providers are competent, qualified, and remain in the profession, Children are ready to enter school and progress successfully, and Families are nurturing and supportive in their children's social and emotional health? Within each of these focus areas, the Commission identified desired outcomes for Butte County's youngest children and their families and a number of objectives that would ultimately lead to these outcomes. Each outcome and its corresponding objectives are listed below. The Strategic Plan also identified sample strategies that might be employed to achieve these outcomes and objectives. The complete Strategic Plan can be downloaded from the Internet at www.cafc.ca.gov/butte/. Organizations that cannot access this information via the Internet may request a copy of the strategic plan from the Commission office.

Priority Area 1: Children are born and remain healthy and well nourished
Available Grant Cycle Funds Total \$1,112,488

Outcome 1: Women achieve optimal health during pregnancy

Indicator 1.1: Increase infant survival rate.

Indicator 1.2: Decrease number and percentage of births at low birth weight.

Indicator 1.3: Increase the number and percentage of live births in which mothers received adequate prenatal care.

Outcome 2: Parents are substance free

Indicator 2.1: Increase the number and percentage of children who live in households where no adults smoke, use drugs or alcohol.

Indicator 2.2: Increase the number and percentage of women who did not smoke, use drugs or alcohol during pregnancy.

Outcome 3: Parents are knowledgeable and supportive in providing for the health needs of their children

Indicator 3.1: Increase the number and percentage of children ages 1 and older that receive annual dental exams.

Indicator 3.2: Increase the number and percentage of children aged 19-35 months who receive the recommended vaccines.

Indicator 3.3: Increase the number and percentage of children who receive well baby and child checkups by age 2.

Indicator 3.4: Increase the number and percentage of children with a regular medical home.

Indicator 3.5: Decrease the number and rate of emergency room visits by children with nonfatal, unintentional injuries

Indicator 3.4: Increase the number and percentage of women who are breastfeeding.

<p>Outcome 4: Children reach optimal health and dental milestones</p>
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Indicator 4.1: Increase the number and percentage of children ages 1 and older that receive annual dental exams.

Indicator 4.2: Increase the number and percentage of children who have dental insurance

Indicator 4.3: Increase the number and percentage of children aged 19-35 months who receive the recommended vaccines.

Indicator 4.4: Increase the number and percentage of children who receive well baby and child checkups by age 2.

Indicator 4.5: Increase the number and percentage of children with a regular medical home.

Indicator 4.6: Increase the number and percentage of children who have health insurance.

Indicator 4.7: Increase the number and percentage of children whose parents rate them as in very good or excellent health.

Indicator 4.8: Increase the number and percentage of children 0-5 years of age who are in the expected range of weight for their height and age.

Indicator 4.9: Increase the services for children with disabilities and other special needs.

Priority Area 2: Early Care and Education Providers are competent, qualified, and remain in the profession

Please note that this Priority Area has been fully funded through fiscal year 2004/2005. Pending continuance of project REWARD funding may come available for fiscal years 2005/2006 and 2006/2007. If funding becomes available a separate RFP will be released.

Priority Area 3: Children are ready to enter school and progress successfully
Available Grant Cycle Funds Total \$592,112 due to funding of School Readiness Initiative in an amount of \$159,196 per funding year

<p>Outcome 1: Parents have knowledge and abilities to support school readiness and success in continued learning</p>

Indicator 1.1: Increase the number and percentage of families who report reading or telling stories regularly to their children, 3-5 years of age.

Indicator 1.2: Increase the number and percentage of parents who report receiving various parent education and support services.

Indicator 1.3: Increase the kindergarten student active attendance rates.

Indicator 1.4: Increase the number and percentage of mothers who completed high school or its equivalent.

Outcome 2: Children demonstrate developmentally appropriate competencies in self-care, social, emotional, cognitive, physical, and communication skills

Indicator 2.1: Increase the number and percentage of children entering kindergarten ready for school as determined by assessments completed by teachers and parents that indicate the child is ready in the areas of cognitive, social, emotional, language, approaches to learning and health/physical development.

Indicator 2.2: Decrease the number and percentage of students retained a second year in kindergarten.

Indicator 2.3: Increase the State standardized test scores for reading in second grade.

Outcome 3: Early care and education profession meets the demand for service

Indicator 3.1: Increase the number and percentage of children who have ever attended a nursery school, pre-kindergarten, or Head Start program by the time of kindergarten entry.

Indicator 3.2: Increase the number of licensed center childcare spaces per 100 children

Indicator 3.3: Increase the number of licensed family, childcare slots per 100 children.

Indicator 3.4: Increase the number of Head Start slots per 100 low-income children.

Indicator 3.5: Increase the number and percentage of licensed center childcare spaces for children with disabilities and other special needs.

Indicator 3.6: Increase the number and percentage of children with disabilities and other special needs who participate in early childhood care and education programs.

Outcome 4: and early childhood educators support children's successful transition

Indicator 4.1: Increase the number and percentage of elementary schools with formal linkages to preschools, Head Start and Early Head Start program, childcare centers, home visiting programs and community resources.

Indicator 4.2: Increase the number and percentages of preschools with formal linkages to public and private elementary schools, childcare centers, home visiting programs, and community resources.

Priority Area 4: Families are nurturing and supportive in their children's social and emotional health

Available Funding for Grant Cycle Total \$941,336

Outcome 1: Children thrive in safe and stable homes

Indicator 1.1: Decrease the number and percentage of children living in poverty.

Indicator 1.2: Increase the number and percentage of children reporting food security.

Indicator 1.3: Decrease the number and percentage of children who move more than once per year.

Indicator 1.4: Increase the number and percentage of kindergarten children participating in free/reduced breakfast and lunch programs.

Indicator 1.5: Decrease the number of mothers who are unmarried.

Indicator 1.6: Decrease the number and percentage of children under age 5 who have lived in foster care within the past year.

Indicator 1.7: Increase the number and percentage of children under age 5, in foster care, that are placed in a permanent home.

Outcome 2: Parents demonstrate effective parenting skills

Indicator 2.1: Decrease the number and percentage of children with substantiated or confirmed (open) cases of child abuse.

Indicator 2.2: Decrease the number and percentage of child maltreatment in which there is a recurrence within a six-month period.

Outcome 3: Parents are substance free – Mental health and alcohol, drugs and tobacco prevention

Indicator 3.1: Increase the number and percentage of mothers screened for and referred for depression.

Indicator 3.2: Decrease the number and percentage of children who live in households where adults smoke.

Indicator 3.3: Increase the number and percentage of women who did not smoke during pregnancy.

D. Scope of Funding and Contract Terms

Proposers' may apply for a maximum amount of \$100,00.00 over a one-year period for years 1-2 and \$75,000 for year 3, and for a maximum of \$275,000.00 over a three-year period. While the Commission expects to continue collecting Proposition 10 revenues from the State of California into the future, second and third year funding for organizations awarded multiple year projects, will be based on availability of resources.

Contract negotiations with candidates receiving a notification of intent to award will commence about **May 24, 2004**, with an anticipated project start date of July 1, 2004.

The Butte County Children and Families Commission reserves the right to negotiate contract terms, including budget amounts, with prospective contractors before awarding funds under this RFP.

Funded contractors may apply for up to 10% of the total contract amount for project start-up (see attachment).

PROJECT OVERVIEW

The Commission is seeking proposals which:

- Address one or more of the Priority Areas of the Commission's Strategic Plan, and acknowledge the indicator(s) within that Priority Area which is being tracked. Exception: Priority Area 2: Early Care and Education Providers has been fully funded the fiscal year 2004/2005. However, pending the continuation of project REWARD, funding may become available for fiscal years 2005/2006 and 2006/2007. If funding does become available, a separate RFP will be released for this Priority Area.
- Address at least one of the Indicators of the Strategic Plan.
- Promote integrated, coordinated, accessible service systems for children 0-5 and their families.
- Show collaboration and partnership between key partners and stakeholders.
- Remove barriers and increase services to socially and geographically isolated communities in Butte County.
- Leverage resources from other funding streams.
- Contain a plan for sustainability.
- Are innovative.
- Build on the assets, strengths, and resources of the communities.
- Establish and build linkages with nontraditional and traditional partners

The Commission will consider proposals for:

- Direct provision of services
- Community education and advocacy
- Building Capacity to address the needs of children 0-5
- Planning and facilitation for community collaboration and partnerships
- Research and assessment of community assets and needs
- Planning grants for addressing the long-range outcomes identified by the Commission in each of its priority areas
- One time events, conferences and educational forums
- Capital improvements that enhance the delivery of services to children ages 0-5 and their families

Applicants are **strongly encouraged** to review the Commission's entire strategic plan in order to see how their proposals fit with the strategic activities and evaluation measures that the Commission developed to address the four priority areas of the plan.

Responsibilities of the Grantees/Contractors and the Commission

- Grantees awarded contracts under this RFP will manage and monitor their projects on an ongoing basis to ensure quality and timely work. Quarterly reports on the progress of the project will be required, including oral reports to the Commission upon request.
- Grantees will be required to work with outside evaluators and auditors hired either by the Commission or the State Commission to evaluate the effectiveness of projects funded by the Commission.
- Grantees will be required to take part in the Prop 10 Evaluation Data System (PEDS) training and to enter data into the system as required by the Commission.
- Grantees will be required to provide timeframes for completion of and accomplishment of their goals and objectives.
- Grantees will be required to make the project site available for inspection by Commission staff and evaluators.
- The Commission will provide ongoing technical assistance to contract organizations and link them with other agencies doing similar or complementary work.
- Grantees must maintain a tobacco-free environment in compliance with all local, county, and state regulations.
- Grantees must agree not to accept any funds from the tobacco industry, including in-kind donations and event sponsorships.
- Grantees must agree to comply with all State and Federal laws, including, but not limited to: Drug free workplace, Anti-lobbying Act, Debarment and Suspension, Section 306 of the Clean Air Act, Section 308 of the Clean Water Act, and all employment and anti-discrimination laws.
- Grantees will be expected to list the Butte County Children and Families Commission's sponsorship on any underwritten materials or events produced with contract funds.
- Grantees will be expected to comply with the County's contract requirements. These requirements include the provision of insurance (including general liability, automobile, worker's compensation and (sometimes) errors and omissions (malpractice) coverage.
- Grantees will be expected to comply with the Children and Families Trust Fund condition to not supplant or replace any existing funding streams currently supporting programs or services. No monies received will be used to supplant state or local general fund money.

Voluntary Proposers' Conference

The Voluntary Proposers' Conference will be held to answer any questions about this RFP and clarify any ambiguities in this application.

PLACE: Butte County Board of Supervisor's Chambers
25 County Center Drive
Oroville, California

TIME: 10 a.m. – 12 p.m.

DATE: January 30, 2004

Please submit the proposers' conference RSVP form by January 25, 2004 (Attachment 1) so that we can plan for an adequate supply of materials to be used during the meeting. Attendees that do not RSVP may receive their materials at a later date.

Voluntary Technical Assistance Workshops

Two voluntary Technical Assistance Workshops will be held for **all who submit a letter of intent to apply for funding**. The purpose of the workshops is to assist applicants with writing strong proposals. An RSVP for the Technical Assistance Workshops is included on the Letter of Intent form (Attachment 2).

Beginner TA Workshop

PLACE: Enloe Hospital Home Care Bldg

TIME: 10a.m. – 12 a.m.

DATE: February 20, 2004

Advanced TA Workshop

PLACE: Enloe Hospital Home Care Bldg

TIME: 1:30 p.m. – 3:30 p.m.

DATE: February 20, 2004

Applicant Eligibility

To apply for funds under this RFP, candidates may be individuals, community-based organizations, for profit or not-for-profit entities, public or private agencies, faith-based organizations*, colleges, a university, municipalities, or a unit of the Butte County government.

*Funds to faith-based organizations may not be used for religious purposes.

Agencies and organizations that have received past Commission funding (Category 2 applicants) and want to re-apply to expand a current program may do so only to expand a currently funded program. In keeping with the Commission's policy to not supplant funding for current programs,

- Category 2 applicants will be asked to submit an additional two pages explaining how they have met current program objectives and explaining the new objectives for expansion.
- Agencies and organizations that have received Commission funding, but would like to apply for a completely new program can apply as Category 1 applicants (new applicants who have never received previous Commission funds).

Proposal Submission

A. Mandatory Letter of Intent

In order to be eligible for funding under this RFP, an applicant must submit the letter of intent form. The purpose of this letter is to give the Commission an indication of how many applications will be received in order to plan for timely grant review.

The letter of intent form **must be received** by 5:00 p.m. on February 9, 2004. This form may be e-mailed, faxed, mailed or hand delivered to the Commission offices at 202 Mira Loma Drive, Oroville, California. The Commission will not take responsibility for proof of receipt if not personally delivered. You may call to be sure that your letter has arrived.

The Commission recognizes that the scope of work and budget for proposed projects may change during development of the grant proposal. Therefore, proposals will not be held to the specifics presented in the letter of intent. Organizations that submit letters of intent may decide, at a later date, not to submit a proposal. However, proposals will not be accepted from organizations that do not submit a letter of intent.

B. Proposal Submission Instructions

1. Submit one (1) original proposal and fifteen (15) copies. A proposal contains the following completed forms, in the order listed:
 - a) The Proposal Cover Sheet (Attachment 3)
 - b) Project Requirements Checklist (Attachment 4)
 - c) The Proposal Narrative (limited to twelve (12) single space pages at size 12 Ariel font)
 - d) Evaluation Forms (Attachment 5)
 - e) The Budget Request Form- Submit one form for each year (Attachment 6)
 - f) Budget Narrative for fiscal year 2004-05
 - g) Request for start-up funds, if applicable (Attachment 7)
 - h) Letters of Commitment (Attachment 8)
 - i) Drug Free Workplace Certification (Attachment 9)
 - j) Confidentiality Certification (Attachment 10)
 - k) Supplanting Certification (Attachment 11)
 - l) Copy of organizational chart, list of Board of Directors (as applicable) and any (brief) supporting documentation that is appropriate to your proposal.
 - m) Category 2 applicants must submit an additional two pages that reflect how the objectives for the currently funded program have been met as well as new objectives to address the expansion of the existing programs.
2. Proposals must be typed in a font that is no smaller than Ariel 12 point, with at least one-inch margins at top, bottom and sides.
3. The proposal narrative must be limited to 10 pages and single-spaced and must be typed in a font no smaller than Ariel 12.
4. The name of the applicant should be included in the header on each page of the proposal.
5. Do not use binders. A simple clasp or staple is acceptable.
6. The signature on the cover sheet of the original proposal must be in blue ink.

Proposals (original and 15 copies) must be assembled together, placed in one envelope, and submitted as follows:

**2004 Program and Services Grant RFP
Butte County Children and Families Commission
202 Mira Loma Drive, Oroville, California 95965**

Proposals can be mailed or hand delivered, but regardless of the postmark date, they must be received by 5:00 p.m., March 15, 2004. Late applications will not be accepted under any circumstances.

C. Proposal Evaluation and Award Process

The evaluation categories and the maximum number of points for each are as follows:

	Category 1	Category 2
Project Description	40 points	30 points
Agency Capability	20 points	20 points
Evaluation Plan	15 points	15 points
Budget	10 points	10 points
Staff Consultant, subcontractor(s) qualifications	10 points	10 points
Provides evidence of integration, sustainability and Collaboration	15 points	15 points
Expansion (Category 2 applicants only)		10 points

Awards will be based on the achievement of competitive scores (ranked from the highest to the lowest in each priority area), the availability of funds, and the discretion of the Butte County Children and Families Commission. All applications will be read and scored. Only those applications receiving a score of 85 points or more will be considered for funding.

Proposers denied funding may file a Notice of Intent to Appeal within eleven (11) days after the “Notice of Intent to Award” has been posted in the Commission’s office. Appeals will only be considered if received in the Commission office by 5:00 p.m. on Tuesday, June 1, 2004. Appeals must state the law, rule, regulation or practice on which the protest is based.

Appeals are to be labeled and addressed as follows:

APPEAL TO RFP – 04
Children and Families Commission of Butte County
202 Mira Loma Drive
Oroville, CA 95965

The Commission shall conduct a public hearing on Thursday, June 10, 2003, (9:00 a.m. – 12:00 p.m. at 202 Mira Loma Drive, Oroville, California, in the Tahoe Room, to resolve all timely appeals. The Commission’s decision on each appeal will be final, and a letter regarding the final outcome will be sent to appellants.

8. PROPOSAL NARRATIVE – FORMAT AND QUESTIONS

Please use this format for the proposal. Start each section of the proposal with the bolded headings in the section below (e.g. “objectives, need statement, etc.”). Carefully following this format will aid the readers in reviewing the merits of the proposal.

A. Project Abstract

Provide a short summary of the proposed project (no more than one page), which clearly states the Priority Area being addressed in the funding application. This section provides the reader with a brief introduction and overview of your project. (No points assigned to this section)

B. Project Description (40 points for Category 1 applicants, 30 points for Category 2)

1. Objectives (10 points for Category 1 applicants – 5 points for Category 2 applicants)

What are your project objectives? State your program objectives simply and clearly. These objectives should be specific to your project, but should also clearly link to the priorities of the Strategic Plan indicators. State clearly and specifically which Priority Area your application is addressing.

2. Need Statement (10 points)

- Describe the problem you are going to address. Provide brief documentation to justify the need – use local data where possible.
- What is currently being done to address this need (s) within the community?
- What are the gaps in services that prevent these needs from currently being met, and how will the project address these gaps? If this project is an expansion of an existing project, provide a brief history of the existing project and explain why expansion is needed.

3. Community Profile-Target Population (5 points)

- Who will be reached: Are they members of a specific culture or group? E.g.: Native American, pre-school teachers, health care workers, children under the age of five, families, teen parents?
- What is the geographic location of the project and the communities impacted by the project? Will there be a finished product that will be disseminated countywide? E.g.: video, posters, educational materials

4. Project Activities (10 points for Category 1 applicants – 5 points for Category 2 applicants) - Provide a clear and succinct narrative describing the following:

- What services will be provided, where they will be provided and how often they will be provided.
- How many people will be reached? Be specific as to the number of adults and children who will be served over the life of the project.
- If the project requires a planning phase (longer than the usual project start-up time), provide a description of the major activities in both the planning and implementation stages of the project.
- How the project will be responsive to the specific needs of the program participants.
- How will outreach be conducted to promote the program and increase the likelihood of participation by the targeted groups?
- **Category 2 applicants are to describe the current activities being used to achieve current goals and objectives, and reference the success of those activities. Additionally they are required to explain how these activities will be expanded and how that expansion is relevant to the application request.**

5. Service Integration, integration and sustainability (15points) - Describe the key partnerships, collaborations and cooperative efforts as they relate to this project,

including how the proposed project addresses the Commission's emphasis on accessible, comprehensive and integrated planning, sustainability and service delivery in multiple priority areas of the Strategic Plan. Collaboration may be defined as: the working jointly, in a committed manner, with one or more agencies to fulfill contract, Commission, and program goals. Sustainability provides that sincere and ongoing efforts will be made to prolong, maintain, and provide that services of the program continue beyond Commission funding. Integration assures that programs will be delivered in a comprehensive and collaborative manner that reduces duplication and improves accessibility to all populations through enhanced communication and coordination. **Include in the appendices a Letter of Commitment from each organization that will be receiving grant funds or providing match cash or in-kind, signed by an individual authorized to bind the agency. Use the "fill in the blanks" Letter of Commitment (Attachment 6).**

- Who are the key partners in this project? Detail the specific roles each key partner will play.
- How does this project build on existing assets within the community without duplication or supplanting of services?

C. Applicant Capability (20 points)

Provide a brief description, which includes the following information:

- Describe qualifications to undertake the proposed project. Include experience with the target group and experience in service integration.
- Give examples of relevant prior accomplishments and current projects related to the purpose of this RFP that adequately demonstrate the ability to provide deliverables in a timely manner and demonstrates abilities to manage, coordinate and monitor the program.
- Describe experience working with diverse cultural and language needs.
- Identify by their titles the staff that will work on this project. What are the qualifications of key staff members? What role will each play and what is the estimated percent time they will spend on the project?
- Is it planned to use consultants on this project? If so, please describe their role and qualifications relevant to the project.
- If you have previously received Prop 10 funding through this Commission, or any other Commission, describe the project, the amount of the grant, the location, the target group, assess the success of that project, and whether that program is still in existence.

D. One Page Summary (for Category 2 Applicants Only) (10 points)

All Category 2 applicants are required to provide a one-page summary of currently funded programs, through Butte County Children and Families Commission, explaining and reflecting how they have met current program objectives and explaining the new objectives for expansion.

E. Evaluation Plan (15 points)

1. Project Benchmarks

Project benchmarks will serve as process measures to evaluate the progress of the project. **In the narrative portion of the proposal**, provide a list of service benchmarks that will be achieved during each quarter of the project.

Examples:

September 30, 2004

Program coordinator has been hired
1000 books for home libraries have been ordered
Even Start has visited the library with four or more clients

December 30, 2004

Focus groups have provided input for mobile unit services and schedules
75 parents have attended read-aloud activities, including two school parent groups, three care providers, one pregnant minor or adult school class

begin hiring	complete orientation	have outreach, marketing plan in place	begin services	
7-1-04/	8-15-04/	10-4-04/	12/1/04	continuing

2. Measurable Outcomes

The evaluation plan will give the opportunity to describe what will be accomplished and how they will be measured.

The Strategic Plan objectives are very broad. For each indicator that identified in section 1 of the proposal, provide one or more measurable outcomes that are specifically designed for the program. These outcome statements should show that a measurable change has occurred in children, families or systems as a result of the project. Outcomes must include a qualitative as well as quantitative component.

The important elements to include are:

- **The timeline**
- **The number of individuals that will be changed**
- **The change that will be measured**
- **The tool that will be used to measure the change**
- **The individual who will collect and analyze the data**

Examples:

At the end of 18 months, at least 92 pre-natal Medi-Cal recipients will receive a free book, with booklist, library activity schedules and tips for reading and communication activities with their baby, as reported by participating service providers to the library's Children's outreach coordinator.

At the end of 24 months, at least 300 parents will have attended one or more read-aloud activity, and total library program attendance by preschoolers will have increased by 40% as reported in library program attendance records by each activity leader and evaluated by the Director of Library Services.

Use the evaluation plan form (Attachment 5) for program objectives. Use a separate page for each objective. Use more than one page per objective as needed. **Place these forms in the narrative section, following the benchmark pages and before the budget pages.**

F. Budget (10 points)

Complete the required budget form (Attachment 6). Submit one form for each year for which funds are requested. Showing the amount and purpose of requested funds and other resources, including in-kind available to support this project. Submit budget forms for the total project and also submit separate forms for each subcontractor. Provide a narrative explanation of budget expenditures whose purpose may not be completely clear and obvious. **Place the budget forms and budget narrative following the evaluation plan.** Budgets will be reviewed on an annual basis and funding will be renewed based on program performance and availability of funds.

RSVP form
Voluntary Proposers' Conference
Friday, January 30, 2004
10 a.m. – 12 p.m.
Butte County Board of Supervisors Chambers
25 County Center Drive
Oroville, California

Please complete the following information and mail or FAX to the Butte County Children and Families Commission so that it will be received by Monday, January 26, 2004.

Butte County Children and Families Commission
202 Mira Loma Drive
Oroville, California 95965
Phone: (530) 538-6896, or 538-7964
FAX: (530) 538-5279

Name and address of individual or organization:

How many people plan to attend?_____ (No more than 2 people per agency, please)

Name and telephone number of contact person for the organization:_____

**Mandatory Letter of Intent to Apply
Butte County Children and Families Commission**

2004 PROGRAMS AND SERVICES GRANT RFP

Name of Applicant/Organization

Telephone Number

Contact Person/Title

Fax Number

Estimate Amount of Grant Application Request: Yr. 1 \$ _____

Yr. 2 \$ _____ (if applicable)

Yr. 3 \$ _____ (if applicable)

Category 1 (New Proposed grant) _____

Category 2 (Expansion of current grant) _____

Geographic area covered or impacted by project: _____

Provide a general description of the project under consideration

Which of the BCCFC four Priority Areas does your application address? (check all that apply)

1. Children are born and remain healthy and well nourished. _____

2. Early Care and Education Providers are competent, qualified and remain in the profession. Funding is not available due to funding of project REWARD, however, if funding becomes available a second RFP will be released specific to this Priority Area.

3. Children are ready to enter school and progress successfully _____

4. Families are nurturing and supportive of their children's social and emotional health _____

Please indicate whether or not the applicant has received prior funding from a Prop 10 agency. If so it will be necessary to include that information in the Project Description – part C as instructed. Yes _____ previous funding has been received _____ No, previous funding not received _____.

We will _____ will not _____ attend the Voluntary Technical Assistance Workshop(s). We will attend the AM _____ PM _____ (attendance at both workshops is acceptable. How many people will attend? _____ (Limit 2 per proposal)

Signature of authorized person _____ Date: _____

PROPOSAL COVER SHEET

BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION

2004 Programs and Services Grant

Name of Lead Agency

Telephone Number

Contact Person/Title

Fax Number

Street Address

Email Address

City

Zip

Amount of Grant Application Request:

Year 1: \$ _____

Year 2: \$ _____

Year 3: \$ _____

Which of the four strategic areas does your application address? Check all that apply.

_____Children are born and remain healthy and well nourished.

N/A Early Care and Education Providers are competent, qualified, and remain in the profession

_____Children are ready to enter school and progress successfully

_____ Families are nurturing and supportive in their children's social and emotional health

The undersigned hereby affirms that the statements made in the application are true and complete to the best of the applicant's knowledge. The applicant accepts as a condition of the grant the obligation to comply with all state and federal requirements, policies, standards and regulations. The undersigned understands that any materials created under this grant are public domain and may be used and/or reproduced by the Butte County Children and Families Commission. The undersigned recognizes that this application is a public document and open to public inspection.

Name/title of person authorized to bind the organization

Signature

Date _____

Project Checklist

My organization has completed and submitted the following items in the proposal package in the following order (Failure to include any of these items may be cause for rejection). Please write yes, no, or not applicable (N/A) next to each number item. If N/A, please explain in space provided below):

1. One (1) The Proposal Cover sheet (Attachment 3)
2. Project Requirements Checklist (Attachment 4)
3. Original and 15 (fifteen) copies of proposal
4. The Proposal Narrative (limited to 12 single space pages at size 12 font Ariel)
5. Evaluation Forms (Attachment 5)
6. The Budget Request Form – submit one form for each year (Attachment 6)
7. Budget Narrative for fiscal year 2004-05
8. Request for start-up funds, if applicable (Attachment 7)
9. Letters of Commitment (Attachment 8)
10. Drug Free Workplace Certification (Attachment 9)
11. Confidentiality Policy Attachment (Attachment 10a)
12. Copy of organizational chart, list of Board of Directors (as applicable) and any (brief) supporting documentation that is appropriate to your proposal.

If “N/A” is checked for any of the project requirements, please note the reason for this requirement being non-applicable in space provided here:

Name of Authorized Official

Name of Individual or Organization

Title

Signature and Date

Evaluation Form

Butte County Strategic Plan Priority Area:

- _____ Children are born and remain health and well nourished
- _N/A_ Early Care and Education Providers are competent, qualified and remain in the profession
- _____ Children are ready to enter school and progress successfully
- _____ Families are nurturing and supportive of their children's social and emotional needs

Butte County Strategic Plan Outcome:

Project Objective:

Measurable Outcome Statement:

Each outcome statement should answer the following questions:

- What is the timeline for achieving this outcome?
- How many individuals will be changed?
- What is the change that will be measured?
- What tool will be used to measure that change?
- Who will collect and analyze the data?

Use a separate evaluation form for each objective. Add more pages as needed to include all anticipated measurable outcomes for an objective.

Budget Form

Check one:

Year 1 _____

Year 2 _____

Year 3 _____

Amount
Requested

Matching
Amount
Available

Total
Program
Budget

I. PERSONNEL

Position title

Salary Range

%FTE

- A.
- B.
- C.
- D.
- E.

Benefits @ _____ %

Subtotal Personnel

II. OPERATING EXPENSES

- A. Rent and Utilities
- B. Office Support (supplies, telephone, copying)
- C. Equipment
- D. Travel
- E. Training/Conferences
- F. Consultants (if any)
- G. Sub-contractors (if any)**
- H. Other (please specify)

Subtotal Operating Expenses

III. INDIRECT (No more than 10% of total budget allowed)

Total

*Are there other funds, or in-kind donations available to support this project? If so, please list them. If any of these funds are not yet secured, but are anticipated, please put the notation NS next to the amount. Put the notation IK for in-kind donations.

**Submit a separate budget form for each subcontractor detailing subcontractor costs.

Request for Start-up Funds

Up to 10% of the annual contract amount, to be designated as a Start-up.

Total amount of funds requested by your agency: \$_____

Amount requested as start-up: \$_____

Any agency requesting a “Start-up” allowance will receive the total amount awarded, after the allowance has been reimbursed to the Commission. Claims for reimbursement of actual expenses are to be received in the Commission office at least quarterly. From those claims, 25% of the total allowance will be deducted from the claim, with the contractor receiving the remaining amount (75% of the approved amount), until the total amount of the allowance has been reimbursed to the Commission. Any amounts of the allowance not reimbursed to the Commission at the end of the first fiscal year will be considered as a debt to the Commission.

(Sample) Letter of Commitment from Partner Organizations

Name of Partner Organization:
Name of Project:
Name of Lead Agency:

This letter of commitment is to establish and maintain a working relationship between the above parties and is provisional, pending receipt of grant funds from the Butte County Children and Families Commission for the project described in the grant proposal. It is understood and agreed by the participants that:

1. Purpose

The purpose of this letter of commitment is to define the role of (partner organization) in support of the (lead agency) in development and implementation of (project). Additionally, it establishes a formal working relationship between the partners and sets forth the operative conditions, which govern this partnership.

2. Commitment of Partners

The (partner organization) shall participate and assist (lead agency/project) to provide the following: (list major activities or services)

The (lead agency) will provide the following: (list major activities, support, services, etc.)

3. Terms of Agreement

The terms of this agreement shall commence on July 1, 2004 and shall extend through the term of the grant-funded project.

4. Value of Service

The total of in-kind resources provided to the project is estimated to be _____. The total of cash resources to be provided to the project is estimated to be_____.

I understand that the grant funds must be used to directly benefit children ages 0-5 and their families. And, that the grant funds may not be used to supplant federal, state, county, or any other monies available to the lead agency or its partners in this project for any purpose.

Name & Title of Authorized Administrator

Signature and Date

Drug-Free Workplace Certification

The contractor or grant recipient named below certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The below named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - a) The dangers of drug abuse in the workplace,
 - b) The person's or organization's policy of maintaining a drug-free workplace,
 - c) Any available counseling, rehabilitation and employee assistance programs, and
 - d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355 (c) that every employee who works on the proposed contract or grant:
 - a) Will receive a copy of the company's drug-free policy statement, and
 - b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

CERTIFICATION

I, the official named below, hereby affirm that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed in Butte County on the date below, is made under penalty of perjury under the laws of the State of California.

Name

Official's Name

Official's Signature

Date

BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION

202 Mira Loma, Oroville, California 95965

POLICY AND PROCEDURE

CONFIDENTIALITY

Proposition 10 mandates County Commissions craft a strategic plan that mobilizes the community's resources to ensure that all children birth to age five enter school in good health ready and able to learn. Each County Commission must assure that Prop. 10 funds are well spent and managed and that all program planning is directly tied to measurable outcomes or results. Butte County Children and Families Commission, in developing an accountability framework to collect data, measure the outcomes and impact of services, and report the results, recognizes the Commission and Grantee responsibility in maintaining the privacy of personal information.

In order to track and report outcomes for children and families receiving Prop 10 funded-services, counties must collect individually identifiable information that will minimize duplication and track all common outcome data collected across a system. Butte County's Commission, and the grantees, will collect personally identifiable financial, demographic health, social service, school, and other sensitive information and will need to have identifiers and strategies in place that link information about families across agencies for the purpose of evaluation and service delivery **without compromising the family's confidentiality.**

As important as it is for Butte County Children and Families Commission to be accountable and to collect outcomes-related data, we must also ensure that essential data collected will not invade privacy, breach confidentiality, or cause harm. To this end Butte County Children and Families Commission adopts this policy on confidentiality.

POLICY:

It is the policy of the Butte County Children and Families Commission to ensure that the information received in the Commission office remains confidential, and to ensure that the information received in the offices of grantees remains confidential.

PURPOSE:

The purpose of this policy to inform Commission employees, grantees, and all employers and sub-contractors of the grantees, that all information related to clients is to remain confidential. A breach of this policy may result in the termination of the Commission employee, and termination of the contractual agreement between the Commission and the grantee.

APPLICATION:

This policy applies to all Commission employees, all grantees, grantee employees, and grantee sub-contractors, and the subsequent functions, information and data collected in performance of the duties as defined under the grant.

EFFECTIVE DATE: May 16, 2003

PROCEDURE:

All new Commissioners, Commission employees, and grantees will be given a copy of the Policy and Procedure and Attachment (Confidentiality Procedure Attachment) at the time of hire or appointment. The attachment will be put in their Commission or Contract file.

Adopted May 16, 2003, in Oroville, California.

BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION

202 Mira Loma, Oroville, California 95965

PROCEDURE ATTACHMENT

CONFIDENTIALITY

As an employee, grantee, employee of grantee, or sub-contractor of the Butte County Children and Families Commission, you may have access to confidential information and records. Misuse of such information may adversely affect individual civil rights, public safety, and the efforts and goals of the Commission. Such misuse violates the law.

Such laws include, but are not limited to:

Government Code Sections 6200 and 6201, which prescribe the felony penalties for misuse of confidential records and information.

Welfare and Institutions Code Section 10850, which prescribes penalties for the misuse of confidential information.

The Health Insurance Portability and Accountability Act (HIPAA) of 1996, which includes requirements to standardize privacy, security, and client rights regarding the use and sharing of protected health information.

All Commission employees, grantees, and subcontractors of grantees are responsible to advise themselves of all laws, rules and regulations regarding confidentiality, including, but not limited to State and or Federal.

Any Commission employee, who is responsible for such misuse is subject to immediate dismissal. Any grantee, employee of the grantee, or sub-contractor of the grantee who is responsible for such misuse is subject to, and may be the cause of the immediate termination of the grant. Violations of the above laws may also result in criminal and/or civil action.

I have read the above and understand the Policy regarding the misuse of confidential information and records.

Signature: _____

Date: _____

Butte County Children and Families Commission

Funding Policy Manual*

FUNDING POLICIES:

- Capital Improvements Policy
- Competitive Grant Eligibility Policy
- Vehicle Purchase Policy
- Ongoing Small Grant Policy for Child Care
- Grant Lapse Policy
- Multiple Small Grant Applications Policy
- Real Property Purchase Policy
- Multiple Year Grant Policy
- Competitive Grant Funding Limit Policy
- Supplanting Policy
- Special Funding Proposal Policy

*Grant applicants should also review the Letter of Intent and Request for Proposal Guidelines

BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION

202 Mira Loma, Oroville, California 95965

POLICY AND PROCEDURE No. 03-007

CAPITAL IMPROVEMENTS POLICY

POLICY: The Commission will not fund capital improvements affixed to
private real property.

PURPOSE: Certain capital improvements will not be funded.

EFFECTIVE DATE January 16, 2004

Adopted on January 16, 2004, in Oroville, California

Dr. Mark Lundberg, Chair
Butte County Children and Families Commission

Date

BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION

202 Mira Loma, Oroville, California 95965

POLICY AND PROCEDURE No. 03-008

COMPETITIVE GRANT ELIGIBILITY

POLICY:

Those persons or organizations who may apply for competitive grants are:

Individuals, groups, government agencies, religious organizations, non-profits and for-profit organizations may apply and may submit separate proposals for separate programs.

Collaborative (multi-agency) proposals: A lead agency must be identified; the lead agency will be responsible for the performance of subcontractors and shall sign the contracts.

PURPOSE:

This policy lists those who may apply for competitive funding grants.

EFFECTIVE DATE: January 16, 2004

Adopted on January 16, 2004, in Oroville, California

Dr. Mark Lundberg, Chair

Butte County Children and Families Commission

Date

BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION

202 Mira Loma, Oroville, California 95965

POLICY AND PROCEDURE No. 03-009

VEHICLE PURCHASE POLICY

Narrative: Grants for vehicles must meet certain requirements for funding

POLICY: The Commission will consider requests for funds to purchase vehicles if the propose, in addition to demonstrating need, demonstrates cost-effectiveness.

Cost –effectiveness includes consideration of the following factors:

Proposer or community contributions toward the cost of the vehicle,
Consideration of alternatives to purchasing (i.e. leasing or sharing), and
Planned geographic and time utilization of the vehicle.

EFFECTIVE DATE: January 16, 2004

Adopted on January 16, 2004, in Oroville, California

Dr. Mark Lundberg, Chair
Butte County Children and Families Commission

Date

BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION

202 Mira Loma, Oroville, California 95965

POLICY AND PROCEDURE No. 03-010 **Ongoing Small Grant Policy for Child Care**

Narrative: Small-grants up to \$1,000.00 may be awarded to licensed childcare sites for a specified list of purposes.

POLICY: Small-grants up to \$1,000.00 may be awarded to licensed early childhood educators for the following purposes:

Accreditation Support – Upon approval of the Commission, the costs of curriculum materials, equipment, and other goods or services needed for accreditation may be included in the small-grant request. Applicants applying for this purpose must submit to the Commission proof of measurable progress toward accreditation.

Liability Insurance – Grants may be awarded to pay the cost of liability insurance for new (open less than two years) family childcare providers.

Increase Capacity – Grants may be awarded to serve additional children up to age 6, to start a child care business for children up to age 6, to enhance the quality of child care for children up to age 6, and/or to increase capacity of underserved and special needs populations under age 6.

These small grants will be awarded using the guidelines of the Special Funding Proposal Policy, and monies will be awarded out of those funds which are allocated annually by the Butte County Children and Families Commission.

EFFECTIVE DATE: January 16, 2004

Adopted on January 16, 2004, in Oroville, California

Dr. Mark Lundberg, Chair
Butte County Children and Families Commission

Date

BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION

202 Mira Loma, Oroville, California 95965

POLICY AND PROCEDURE No. 03-011

Grant Lapse Policy

Narrative: A grant award will automatically lapse if the grantee has not completed specified pre-contractual contingencies within 90 (ninety) days; absent special permission from the Commission chair.

POLICY: Grantees who are selected by the Commission to receive a grant through the competitive grant process must meet the required contingencies, enter into a contract and commence performance within 90 (ninety) days of full execution of the contract, or the grant award shall automatically become null and void. An additional 45 (forty-five) day extension may be granted, within the discretion of the Program Manager, for good cause shown. Applicants who are denied an extension may appeal in writing to the Program Manager, who will consult with the Chair of the Commission and respond within 10 (ten) days of receipt of the appeal. In no case will a delay in commencement of performance extend the contract beyond the time contemplated in the proposal.

EFFECTIVE DATE: January 16, 2004

Adopted on January 16, 2004, in Oroville, California

Dr. Mark Lundberg, Chair
Butte County Children and Families Commission

Date

BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION

202 Mira Loma, Oroville, California 95965

POLICY AND PROCEDURE No. 03-012

Multiple Small-Grant Applications

Narrative: An individual or agency may apply for one small-grant per fiscal year for the same project, unless the Commission specifically finds extraordinary circumstances.

POLICY: Any individual or organization that has been awarded a small-grant from the Commission in the current fiscal year is ineligible to apply again for the same project until the next fiscal year, unless the Commission specifically finds there are extraordinary circumstances. The Commission's fiscal year runs from July 1 through June 30.

EFFECTIVE DATE: January 16, 2004

Adopted on January 16, 2004, in Oroville, California

Dr. Mark Lundberg, Chair
Butte County Children and Families Commission

Date

BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION

202 Mira Loma, Oroville, California 95965

POLICY AND PROCEDURE No. 03-013

Real Property Purchase Policy

Narrative: Grants may not be used for the purchase of real property, because of the difficulty in ensuring the public funds continue to be used for the public purposes for which they were intended.

POLICY: The Commission will not fund competitive grants for the purchase of real property.

EFFECTIVE DATE: January 16, 2004

Adopted on January 16, 2004, in Oroville, California

Dr. Mark Lundberg, Chair
Butte County Children and Families Commission

Date

BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION

202 Mira Loma, Oroville, California 95965

POLICY AND PROCEDURE No. 03-014

Multiple Year Grant Policy

Narrative: Grants may be for one to three years, within certain limits.

POLICY: Competitive grants contracts will be for up to one year unless the Commission designates otherwise. Proposers may request contract terms up to three years. If the Commission awards a two- or three-year grant, each year's award after the first year is contingent upon:

The availability of funds,

A finding by the Commission that the grantee has successfully achieved the results outlined in the evaluation plan; and,

A finding by the Commission that the grantee has met all other contract requirements.

EFFECTIVE DATE: January 16, 2004

Adopted January 16, 2004, in Oroville, California

Dr. Mark Lundgren, Chair
Butte County Children and Families Commission

Date

BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION

202 Mira Loma, Oroville, California 95965

POLICY AND PROCEDURE No. 03-016

Competitive Grant Funding Limit

Narrative: This policy sets out a general rule that the same project will not be funded for more than three years; unless the Commission finds that extraordinary circumstances exist.

POLICY: The Commission will normally fund competitive grants for the same services or project for up to three years, in one or more grants. The Commission may find that exceptional circumstances exist to justify funding in a fourth or subsequent years, based on a justification included in the applicant's Letter of Intent. The burden of proving exceptional circumstances is on the proponent of the project.

Currently funded Grantees may request a one year extension for any remaining funds at the end of the third year contract through a letter of request that includes a financial report that indicates funds spent and remaining funds, new objectives and budget for the requested extension.

Currently funded Grantees in the third year of funding may participate in competitive grant processes only to **expand** the currently funded grant objectives or propose a totally new project. They may not participate in the competitive grant process to expand current objectives if they will be requesting a one year extension.

EFFECTIVE DATE: January 16, 2004

Adopted on January 16, 2004, in Oroville, California

Dr. Mark Lundberg, Chair
Butte County Children and Families Commission

Date

BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION

202 Mira Loma, Oroville, California 95965

POLICY AND PROCEDURE No. 03-017

Supplanting Policy

Supplant is defined as “. . . to take the place of...to replace by something else.” In contrast supplement is defined as “. . .something added to complete a thing, supply a deficiency, or reinforce or extend a whole...to complete, add to, or extend by a supplement.” Revenue and Taxation Code Section 30131.4 identifies the specific manner in which moneys raised by Prop 10 shall be appropriated and expended. It not only requires that expenditures must be for the purposes expressed in the Act, but that such moneys “shall be used only to supplement existing levels of services and not to fund **existing** (emphasis added) levels of services. No moneys in the California Children and Families Trust Fund shall be used to supplant state or local General Fund money for any purpose.”

The definitions of “supplement” and “supplant” as used in section 30131.4 are straightforward; it is clear that the intent of the Act is that no moneys expended are to be used to take the place of any existing funding that currently exists for any purposes. Moneys collected by Prop 10 are to be used to add to existing levels of services that currently exist to supplement those levels, or to create new programs.

It is with that understanding that the Butte County Children and Families Commission, in the Strategic Plan, Section 8, Funding Allocation Guidelines, clearly states that “In compliance with California Revenue and Taxation Code section 30131.4, Trust Fund monies will be used only to supplement existing levels of service. No monies from the Children and Families Trust Fund will be used to supplant state or local General Fund money for any purpose.” This standard shall be memorialized in this policy.

POLICY:

In compliance with California Revenue and Taxation Code section 30131.4, Trust Fund monies will be used only to supplement existing levels of service. No monies from the Children and Families Trust Fund will be used to supplant state or local General Fund money for any purpose. Nor shall those funds be used to supplant services being provided through private agency or business funding.

Any grantee, partner, or contractor who is found to be using Prop 10 monies in a manner which violates this policy, the Butte County Children and Families Commission’s Strategic Plan, the intent of the Children and Families First Act of 1998, or the California Revenue and Taxation Code section 30131.4, may be liable for the loss of funding or the reimbursement of funding received, through the Butte County Children and Families Commission.

PURPOSE:

The purpose of this policy is to publicize and to assure public recognition that while Prop 10 monies may be used to supplement projects; they may not be used to supplant funding for already existing projects.

EFFECTIVE DATE: January 16, 2004

PROCEDURES:

All persons, parties, agencies, or businesses that file a formal or informal request for funding, within or outside of the regular funding cycle shall receive a copy of this policy.

Each of those persons, parties, agencies, or representative of businesses, will sign a letter of acknowledgement of receipt of this policy. (Attached to this Policy)

If funding is granted, the grantee shall submit a budget that defines the funding of the proposed activities, positions and costs to be paid through the use of Commission monies to be disbursed according to the grant awarded. This budget shall objectively demonstrate the cost-effectiveness and overall efficacy of the grantee's services and that those services and use of Prop 10 monies comply with the requirements of the Commission and to ensure accountability of funds.

At such time as Commission staff learns that there is a possibility that Prop 10 monies are being used to supplant (definition above) previous or existing funding, a letter shall be sent to the grantee, requesting budget and fiscal documentation regarding the use of Funds. That letter shall be sent to the grantee within ten days of staff becoming aware that there may be a supplantation issue.

The grantee must respond to the letter of inquiry within ten days of receipt. The letter will be considered as received within fifteen days of mailing. Failure to respond to the letter will cause payments of all claims to be withheld until a response is received.

Commission staff will follow up on the response to the inquiry through a telephone call and visit to the grantee in an effort to clarify expenditures and possible supplantation.

As soon as Commission staff makes a determination, that no supplanting has taken place, claims will be reimbursed as is appropriate. If there is sufficient reason to believe that the issue of supplantation exists, that information will be taken to the Program Manager, and within ten days an informal Hearing will be held. Those present at the informal Hearing will be the Program Manager and/or his/her designee, the grantee and/or his/her designee, and a member of the Commission staff who will take notes and be responsible for notifying the grantee of the results of the Hearing. Any decision made during the informal hearing will be final unless an appeal is made to the full Commission.

Funding may be terminated upon the decision of the full Commission, and action may be taken to cause the grantee to reimburse the Butte County Children and Families Commission Trust Fund for those monies that were used inappropriately.

Butte County Children and Families Commission
Supplanting Policy No. 04-017

Adopted on January 16, 2004, in Oroville, California

Butte County Children and Families Commission

Date

BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION

202 Mira Loma, Oroville, California 95965

Supplanting Form

Not all applicants must fill out this form. However, Health & Safety Code section 30131.4 provides, in part, that Proposition 10 funds shall be used only to supplement existing levels of service and not to fund existing levels of service. It further provides that no money in the Commission's trust fund shall be used to supplant state or local General Fund money for any purpose.

YOU MUST COMPLETE THIS FOR IF: your organization received monies from state or county governments in the last 12 months and these funds used to support the services (or very similar services) for which you are seeking funds in this application. If this is true, complete the questions below.

1. Description of services that were funded by state, or county in the last 12 months.
☐ The exact services that are described in this application.
☐ Similar services to those described in this application. If so, please describe similarities/differences:

2. Check all that apply: These services were funded with:
☐ State of California funds (Name of funding: _____)
☐ County of Butte funds (Name of funding: _____)
3. Total amount of funding that was used to support these services: _____
4. Check One: This funding was:
☐ Reduced (List amount of reduction: _____)
☐ Discontinued
☐ Used to start or support a new or different program in our agency
☐ Other. Explain here:

5. Check True Statements: The services that were funded by these monies:
☐ Are no longer available in Butte county
☐ Are still provided by our agency, but are reduced in scope
☐ Are now provided by another entity, wholly or in part (List entity: _____)
☐ Other. Explain here:

6. Do you have evidence to support that the state or county monies, which were available in the last 12 months to support the activities described in the proposal, have not been redirected to provide other services or programs by your agency?
☐ Yes ☐ No
If yes please submit this evidence with your application. If no, this proposal cannot be considered for funding.

CERTIFICATION: The above statements are true and correct, to the best of my knowledge.

Authorized signatory for the organization (Director or Fiscal Officer)

Date

Name and Title: _____

This signed form will become part of the contract, if the proposal is funded.

BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION

202 Mira Loma, Oroville, California 95965

POLICY AND PROCEDURE No. 03-001

SPECIAL FUNDING PROPOSAL POLICY

POLICY:

Funding disbursements will go out to bid in the funding allocation categories according to the Strategic Plan, except when circumstances justify a sole source or targeted disbursement. The Commission will also consider California First 5 – State Commission matching funds initiatives and other local proposals outside the formal bid process if there is sufficient evidence of alignment with the Strategic Plan and there is a compelling reason why funds are requested sooner than the next competitive bid timeline. Local organizations requesting funds outside the formal bid timeline must submit a proposal to the Commission, which addresses each item listed in the Special Funding Proposal Criteria.

CRITERIA:

The proposal must include a project description indicating how it will advance specified Strategic Plan outcomes and objectives, which benefit children ages 0-5 and their families.

The proposal must indicate the project's target population including how many children ages 0-5 and their families will receive services.

The proposal must indicate how project results will be tracked and measured for success.

The proposal must indicate a compelling reason why the funds are requested sooner than next competitive bid timeframe.

The proposal must indicate a track record of significant success serving children ages 0-5 and their families.

The proposal must include a scope of work, budget, and timeframe for service delivery.

EFFECTIVE DATE: January 17, 2003

PROCEDURES:

The Administration Committee will review written (10 page maximum) special funding proposal submitted to the Commission within a self-determined timeframe and make recommendations to the full Commission for approval or denial. The Commission cannot guarantee a specific timeframe for the decision-making process on proposals submitted outside the formal competitive bid process.

Adopted on January 17, 2003, in Oroville, California

Patricia Cragar, Chair
Butte County Children and Families Commission

Date